

## **RESOLUTION 39-2007**

### **A RESOLUTION FORMING A REVISED ENHANCED 911 BOARD**

WHEREAS, Madison County has implemented an Enhanced 911 System designated to aid with response to and support for resident and resource emergency needs, and

WHEREAS, since Madison County became active in establishing the E-911 System, an advisory board representing various communications and emergency service interests has worked together to make this system functional, and

WHEREAS, Madison County recently created a Communications Coordinator position, 911 Planning and Advisory Board Bylaws, and a renewed interest to have needed departments and emergency management entities cooperate for continued E-911 Services.

NOW THEREFORE BE IT RESOLVED that a revised Enhanced 911 Board be formed that will meet and work cooperatively in accordance with the attached Madison County 911 Planning and Advisory Board Bylaws for enhanced and successful E-911 service and in accordance with 7-1-201 MCA.

BE IT FURTHER RESOLVED that the Enhanced 911 Board will consist of seven volunteer members appointed by the Board of Commissioners for three year terms (except that members for the first board will be as follows: 2 members for one year, 2 members for two years and 3 members for three years). Terms will begin on January 1 and expire on December 31. Members shall receive mileage at current state rate for traveling to and from meetings and workers' compensation for time served during the actual meeting (not for travel time), but will receive no other compensation for serving. Members will be considered for appointment in accordance with the attached By-Laws.

APPROVED BY THE BOARD OF COMMISSIONERS THIS 30th DAY OF OCTOBER, 2007.

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DAVID SCHULZ, CHAIRMAN

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JAMES P. HART

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MARILYN ROSS

ATTEST: \_\_\_\_\_  
Peggy Kaatz  
Clerk and Recorder

### **MADISON COUNTY 9-1-1 PLANNING & ADVISORY BOARD BYLAWS**

#### **ARTICLE 1. PURPOSE**

1. The purpose of the Madison County E 9-1-1 Planning and Advisory Board is to provide input into the E 9-1-1 operations and enhancement planning process from the perspective of the entire public safety community. The Board will advise and assist the Madison County Communications Coordinator/E 9-1-1 Coordinator in developing acceptable goals and objectives for the Madison County 9-1-1 system, together with realistic alternatives to achieve those goals and objectives that are acceptable to each participating public safety agency impacted thereby. The Board and the Communications Coordinator shall work closely together to identify problem areas and potential problem areas and, while so doing, explore and develop alternatives in response to such problems.

## **ARTICLE II. MEMBERSHIP**

1. Membership in the E 9-1-1 Planning and Advisory Board may consist of one representative from each of the following agencies: Madison County Sheriff's Office, the County GIS/IT Department; and the telephone company (s) serving Madison County. A senior Dispatcher and the Madison County Communications Coordinator will also be ex-officio voting members of the Board. In addition, the Board of County Commissioners may appoint such other members as may facilitate consideration of the entire spectrum of 9-1-1 system users and emergency providers in matters relating thereto. All members will be appointed by the Board of County Commissioners.

2. Representatives appointed pursuant to paragraph II.1 are all full and equal members. Each representative shall have one vote in proceedings of the Board. A quorum shall consist of a majority of the board members (at least 4 of 7 representatives). Unless otherwise specified, actions of the Board shall be by majority vote of the members present. Voting by proxy will not be permitted. In case of tie, the Chairman may cast a deciding vote.

## **ARTICLE III. MEETINGS AND PROCEDURES**

1. The Planning and Advisory Board shall meet at least monthly and at the call of the Chairman. Notice and time and place of any meeting shall be given to each member personally, by mail, or electronically not less than two days before such a meeting whenever possible. In the case of special emergency meetings or postponement of any scheduled meeting, notice shall be given to each member in a similar fashion at least two days before the scheduled date of such a meeting, together with a statement of the reason therefore. The Chairman may be required to call a special meeting upon request by two-thirds of the Board members at least fifteen days in advance of such a meeting.

2. The Madison County Communications Coordinator shall act as Chairman of the Board. The Chairman shall preside at meetings of the Board. He or she shall have the general powers, duties and responsibilities usually vested in the office of Chairman of any organization. The Chairman shall be an ex-officio member of all sub-committees and internal advisory groups established by the Board and shall have such other powers duties as may be prescribed by the Board, subject to such limitations as may be imposed or exercised by the Madison County Board of Commissioners.

3. The Board may elect one of its members as Vice Chairman to serve for such term as the Board may deem appropriate at the time of his or her selection. The Vice Chairman shall perform duties and exercise the same powers within the 9-1-1 Planning and Advisory Board as the Chairman in the absence of the Chairman.

4. The Board or the Chairman may invite additional individuals with expertise in a pertinent area to meet with and assist the Board. Such consultants or prospective consultants shall not vote or be counted in determining the presence of a quorum.

5. All meetings shall be conducted in accordance with Robert's Rules of Order. All meetings of the Board shall be open to the public in accordance with Section 2-3-203 (1), MCA. Meetings may be closed to the public when conditions specified in Section 2-3-203 (2), (3) and (4), MCA are met. In order to carry out the spirit and intent of the Montana Open Meeting Law, appropriate public notice of all Board meetings, regular and special, shall be given. Non-member attendees will be provided appropriate opportunity to participate or provide commentary.

#### **ARTICLE IV POWERS AND DUTIES**

1. The 9-1-1 Planning and Advisory Board shall have the following powers and duties:
  - A. Identify problem areas and potential problems within the county 9-1-1 system and make appropriate recommendations for their resolution.
  - B. Develop acceptable goals and objectives and further their appropriate inclusion in 9-1-1 system planning and operations..
  - C. Develop realistic E9-1-1 system alternatives that are beneficial and acceptable to affected public safety agencies and to the public at large.
  - D. Research and make recommendations as to appropriate levels and sources of funding and other resource requirements. Such activity shall include review of the annual E9-1-1 budget as developed by the Communications Coordinator and development of recommendations related thereto. The Board shall monitor the execution of the approved E9-1-1 budget throughout the fiscal year and make such recommendations as they may deem appropriate to assist county government in its execution.
  - E. Assist the Communications Coordinator in annual review and update of the Madison County E9-1-1 Enhancement Plan.
  - F. Assist in generating community interest and support for the E9-1-1 Enhancement Plan and its implementation.
  - G. Assist the Communications Coordinator in mitigation and resolution of interagency conflicts related E9-1-1 enhancement and operations which may arise.
  - H. While the primary purpose of the 9-1-1 Planning and Advisory Board is to advise and assist the Madison County Communications Coordinator/E9-1-1 Coordinator, the Board also has a responsibility to inform the Madison County Board of Commissioners as they may request and as the E911 Board may deem appropriate.

#### **ARTICLE V AMMENDMENTS**

1. These Bylaws may be amended by a majority vote of the whole membership of the E911 Board, subject to approval by the Board of Commissioners. Vote of the E911 Board to amend shall be taken in a regular or special session. The nature of any proposal for amendment shall be given to all members, in writing, at least thirty days in advance of such a meeting.

These Bylaws are hereby approved and adopted the 30<sup>th</sup> day of October, 2007.

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David Schulz, Chairman  
Madison County Board of Commissioners

\_\_\_\_\_  
Date

I acknowledge that I have read and understand these Bylaws. I agree to comply with their provisions as they pertain to my office and duties.

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Steve DiGiovanna  
Madison County Communications Coordinator

Date